

**CITY OF ATLANTA  
ADVERTISEMENT FOR BIDS**

Sealed bids for **FC-6005007878, Citywide Elevator Services**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement ( **DOP** ), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 p.m., Wednesday, March 9, 2005.**

**\*\*ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.\*\***

This project is an eligible bidder project as defined in 2-1443 of the Atlanta City Code of Ordinances, and no bid shall be accepted unless the bid is submitted by an eligible bidder as approved by the Office of Contract Compliance.

The names of bidders submitting bids will be publicly opened and read at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

**SCOPE OF WORK:** The City of Atlanta (the **City** ) is soliciting bids from qualified firms to provide a total comprehensive Service, Repair and Maintenance to Elevators owned and operated by the City of Atlanta at designated facilities.

**A Pre-Bid Conference** will be held on **Tuesday, February 8, 2005, at 10:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-Bid Conference is to provide the bidders with information regarding the project and to address any questions and concerns. There will be City representatives from the Office of General Services to address the technical requirement, DOP to address questions about the procurement process, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Bidders are urged to attend the Pre-Bid Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting bid packages for this project will be available for review/purchase at a cost of **\$25.00** as of Monday, **January 31, 2005**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; and therefore, is non-refundable.

If you have any questions regarding this project, please contact Sean Holloway, Contracting Officer, at (404) 330-6608, or by e-mail at [sdholloway@atlantaga.gov](mailto:sdholloway@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all bids and to waive any technicalities.

**\*\*\*This Proposal Document cannot be downloaded. Potential Proponents must purchase this document from the DOP's Plan Room. \*\*\***